SAMPLE EMAIL FROM SANTA CLARA COUNTY ASSESSORS OFFICE, JULY 2013

Subject: RE: Important Information from the Santa Clara County Assessor's Office

Important Information from the Santa Clara County Assessor's Office

Thank you for joining the tens of thousands of businesses that e-filed their business property statement (571-L) with the Santa Clara County Assessor's Office. The information you provided was used to determine the assessed value of your business personal property (machinery and equipment, computers, etc.). Earlier this week the Tax Collector's Office began mailing annual property tax bills based upon these assessments.

As a benefit to taxpayers who filed online, I am pleased to announce that this year the Assessor's Office is making available for download, a copy of property statements that were timely e-filed. For the first time, Santa Clara County business taxpayers can download a copy of a special report documenting the underlying basis for the enrolled assessed values. This report is specific to your company and shows the costs by categories as reported on your property statement, the depreciation schedules applied to each of these categories, and the extended assessed values that result in the full cash value (FCV). It also shows the mailing and situs address, the associated parcel number, a summary of the past four years of enrolled values and comparison to last year. On the website we have also provided a sample report annotated with helpful explanations.

To download either statement, go to www.sccassessor.org/efile. Taxpayers will need the account and BIN (business identification number) used when they e-filed earlier this year to access the e-filing website. To protect your privacy, it is necessary to go online to receive this information, similar to online banking. This information is not available to business owners with leased equipment, or businesses that failed to file timely, did not file electronically, closed their business, or provided incomplete information.

If you have questions about the enrolled value of your unsecured assessment, visit our website. We also have a helpful FAQ section at https://www.sccassessor.org/index.php/faq/general-questions. If you need to contact us, please email us at https://www.sccassessor.org/index.php/about-us/email-the-assessor-s-office, or you can send an email to busdiv@asr.sccgov.org.

The deadline to formally file an assessment appeal is September 16, 2013. Should you have any questions regarding assessment appeals, please refer to the Clerk of the Board's website at http://www.sccgov.org/sites/bos/cob/Assessment-Appeals/Pages/default.aspx.

Should you have questions regarding the amounts on the tax bill, the Tax Collector's Office has extensive information about unsecured property tax bills at http://www.sccgov.org/sites/tax/FAQs/Pages/Frequenty-Asked-Questions-(FAQs).aspx. The Tax Collector also has a sample Tax Bill annotated with helpful explanations that can be viewed at http://www.sccgov.org/sites/tax/Documents/NewUnsecBill.pdf.

As this is a new service, we plan to make additional improvements including modernizing the look and feel of the extended values report to make it easier to comprehend. In addition, if you do not have the BIN, please email your business account number and we will mail the BIN to you. For privacy reasons we cannot email you the BIN.

Thank you for participating in this new program. If you like this new service, please convey to others how easy it is to receive these additional benefits when choosing to e-file.

Sincerely,

Lawrence E. Stone
Assessor

Please do not reply to this e-mail. This mailbox is an out-going mailbox only and you will not receive a response. If you think you received this system-generated email in error or you no longer wish to receive notices from the Assessor's Office, or if you have any questions or concerns, please contact the Assessor's Office at assessor@asr.sccgov.org or (408) 299-5400.

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